

File: 181111  
cc: don  
ODP # 763-77

MEMORANDUM FOR: Executive Officer, Office of Data Processing/DDA

DDI Administrative Staff

STATINTL FROM : [REDACTED]  
Chief, Information and Privacy Staff

SUBJECT : Computer Support Provided to the DDI Administrative Staff; Privacy Act Implications

STATINTL 1. Following the 20 April 1977 conversation between [REDACTED] of ODP and [REDACTED] of my staff, a determination was made that the intended use of the computer support extended by the Office of Data Processing to the DDI Administrative Staff did reflect on the character of CIA record system #24, Supplemental Personnel (Soft) Files.

STATINTL

STATINTL 2. As a consequence [REDACTED] of ODP and [REDACTED] of the DDI Staff were contacted. Clarifying data was received as to the nature of the support. Action has been taken to amend certain necessary entries in the system's description, as published in the Federal Register.

STATINTL

3. For your guidance, Section 3, Subsection (o) of the Privacy Act has been interpreted to encompass such changes where the status and capability of a system have been altered. In addition, a period of thirty days is usually the minimum time allowed for the public to comment on a system change. This time begins when "notice" is published in the Federal Register. This, however, should not preclude the users from testing the proposed system as changed.

4. A copy of the revised portions of the system is attached. Further changes which are contemplated should be brought to the attention of IPS.

[REDACTED]  
STATINTL

Attachment: a/s

\* \* \* \* \*

CIA--24

System name: Supplemental Personnel (Soft) Files.

Change: Storage: Add: and magnetic disc.

Change: Retrievability: Add: office, and end date of assignment.

Change: Safeguards: Add: Access to information on magnetic disc is on limited need-to-know basis using controlled password identifier.

Change: Retention and disposal: Add: Information on magnetic disc is deleted by erasure when individual reassignment is completed.

Change: System Manager: Delete: The title; substitute: Chief, DDI Administrative Staff.

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]	25 Apr	[REDACTED]
2	ODP		
3	DX-6		
4	C/MS info	25 Apr	[REDACTED]
5	C/AS info	20 May	[REDACTED]
6	File Privacy Act - 010/00P		
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE

#### Remarks:

Copy to Applications  
Attn: [REDACTED] Done 4/25

EO - See me please -  
done  
file

FOLD HERE TO RETURN TO SENDER		
FROM: NAME, ADDRESS AND PHONE NO.	DATE	
[REDACTED]	IPS/DDA	4/22/77
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